



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: October 31, 2012  
(Submission Date)

For the November 27, 2012 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ \_\_\_\_\_
- ☐ New Appropriation \$ \_\_\_\_\_
- ☐ Transfer from Contingency \$ \_\_\_\_\_
- ☒ Transfer(s) \$ 38,500.00
- ☐ Grant \$ \_\_\_\_\_
- ☐ Carry-over(s) \$ \_\_\_\_\_

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
at its meeting held on Nov 15, 2012  
(date)

\_\_\_\_\_  
(Department Head's signature)

***All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:30 p.m. in the Council Chambers.***

**Reason for request:**

1. The WPC Division has had two employee retirements and one resignation. In each case the outgoing employee is paid for accrued time. The payment is made from the Division's Other wages account. This added expense was not anticipated in the budget. The transitional vacancy in the three positions should result in a saving in the Regular Wages account that can be used to offset the expense.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

**Account****Account Name****Amount**

Transfer(s) complete the following:

<b>From:</b>	WPC Regular Wages Acct (1183014- 514000)	<b>To:</b>	WPC Other Wages Acct (1183014-517000)	<b>Amt:</b>	\$ 38,500.00
<b>From:</b>		<b>To:</b>		<b>Amt:</b>	
<b>From:</b>		<b>To:</b>		<b>Amt:</b>	
<b>From:</b>		<b>To:</b>		<b>Amt:</b>	
<b>From:</b>		<b>To:</b>		<b>Amt:</b>	

Grants:

Total Amount:

Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_

%

Federal/State Share \$ \_\_\_\_\_

%

Carry-overs list the following:

**Account****Account Name****Amount**